



State of Vermont
Vermont Department of Education
120 State St.
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TO: Principals
FROM: Educator Quality Team, VT Department of Education
DATE: February 10, 2010
RE: Important Information to Assist You with Accurate 2009-2010 Educator Census Reporting

The course category is the most important factor we consider when matching HQT status to endorsements and assignments. It is also the area where we encounter the most errors in Educator Census reporting, errors that result in false “not-HQT” designations and percentages.

This memo is meant to assist you as you update your Educator Census reports in preparation for submission of the 2009-2010 Educator Census data. It supplements the information provided in the Principals Directions document that you should already have received from the Supervisory Union.

Course Category refers to the category (or categories) from the available options in the Educator Census application that most closely encompasses the content of a particular course taught in your school. **(Remember: Do not include courses in the Educator Census for which no credit is given.)**

Commonly Misunderstood Course Categories:

Alternative Program Course Categories – use the Alternative Program course categories for core subjects taught in programs/classes that are outside of the “regular” classroom but that are not designed exclusively for special education students. (Teaching assignments in alternative programs designed for special education students should be reported as primary instruction special education assignments.) The four appropriate options for core subjects taught in Alternative Programs are:

- Alternative Program-English
- Alternative Program-Mathematics
- Alternative Program-Science, and
- Alternative Program-Social Studies

Elementary Education-General (K-6) – use this course category only for self-contained classes in grades K-6 covering all subject areas of math, science, SS, and ELA (e.g., Grade 1, Grade 2/3). Do not use for 7th or 8th grade self-contained classes, subject-specific classes in K-6 (such as 5th grade math), or for “specials” such as music taught in elementary schools.

Foreign Language- Other – use this course category only if the language is offered as a credit-bearing class option and if a more specific foreign language category is not available (e.g., Arabic). For non-credit bearing foreign language exploratory classes offered in middle schools, use the “Other” course category (see below).

Middle Grades – subject-specific or departmentalized classes in grades 5-9, such as 6th Grade Math or 8th Grade Science, should have a Middle Grades course category. Self-contained 7th and 8th grade classrooms should be associated with all four middle grades course categories: Middle Grades-English (5-9), Middle Grades-Math (5-9), Middle Grades-Science (5-9), and Middle Grades-Social Studies (5-9).

Other – use this category sparingly and only for courses for which no other course category is appropriate. Examples of credit-bearing courses that should be assigned the course category “Other” are:

- Study Habits or Study Skills
- Senior Project
- Cooperative Education
- Yearbook (unless English graduation credit is awarded. Then use an English course category.)
- Enrichment courses/services should be given the “Other” course category as long as they do not supplant regular classroom instruction
- Foreign language exploratory courses (see above)

Reading – use this course category only for those educators who are functioning as Reading Specialists in their schools. Special education primary instruction assignments in English language arts/reading should be indicated with the special educator role and “special education English/LA/reading” assignment information. Regular education assignments in early childhood (K-3), elementary education, middle grades English, or secondary English all incorporate reading but should not be designated as “reading” courses. Supplemental reading services funded through Title I funds should use the Title I Reading course category (see below).

Title I Math and Title I Reading – this category exists for Educator Census purposes only and does not correspond directly to a particular endorsement area. Use it for non-special education reading or math supplemental services provided by Title I funded teachers.